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ORD MANAGEMENT CONFERENCE

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OFFICE OF RESEARCH AND DEVELOPMENT  
CAREER SERVICE PANEL MEETING

DATES: 7 May 1980 - 1300 - 1700 hours  
1930 - 2415 hours

8 May 1980 - 0830 - 1200 hours

ATTENDEES

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Chairman  
D/ORD  
PR/ORD  
C/ACR/ORD  
C/AMR/ORD  
/PSR/ORD  
cutive Secretary/CSP  
Recording Secretary

1. The ORD Career Service Panel convened and completed its semi-annual comparative evaluation of "RR" and Non "RR" Career Service personnel in the grades GS-03 through GS-14. In order to make more information known to the D/ORD, a comparative evaluation under a new proposed ORD Evaluation System was done on GS-15's. Copies of the evaluation results are attached. A copy of the proposed new ORD Evaluation procedure is also attached for information.

2. The ORD/CSP reaffirmed that all ORD GS-07 Secretary Steno slots require shorthand qualification by Agency standards.

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3. [redacted] GS-06, DPR/ORD was recommended for promotion from GS-06 to GS-07. Subsequent to the Panel meeting, it was determined that [redacted] had applied for her present position under a vacancy notice which specifically stated that the applicant need not have passed the Agency qualification test. In view of this information the restriction that requires a GS-06 secretary to pass the Agency shorthand test in order to be promoted to a GS-07 was removed. [redacted] promotion was approved.

4. The ORD/CSP requested that [redacted] research and publish a "CSP Policy Decisions" paper.

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5. ORD/CSP stated that ORD will publish Agency-wide vacancy notices on all Secretary Steno positions.

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6. The ORD/CSP was told that the position slots occupied by [redacted] had not been upgraded by Position Management Control Division. The Records Admin. Officer slot occupied by [redacted] had been recommended for an upgrade to a GS-09.

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7. Discussion followed on the history of attempts to upgrade the Security Assistant position occupied by [redacted] and the grievance filed by her against ORD. [redacted] informed the Panel that he had told [redacted] that ORD had fulfilled its obligation to her to seek an upgrade of her position. PMCD has performed its audit and determined that the position is appropriately graded at the GS-07 level. ORD has decided not to appeal PMCD's ruling to the DDCI. [redacted] is aware that the Office of Security prefers not to accept her as a professional in its CS because she is unwilling to move from the area and does not want to perform field investigations. This limits her career flexibility to an unacceptable extent in comparison to their other career professionals. [redacted] has been informed that it is up to her to decide whether to stay on in her present position or to take the initiative to seek another position. [redacted] performance was acknowledged to be excellent.

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8. The Security Officer slot was discussed. Several members felt that [redacted] the incumbent, was less helpful and responsive than his predecessors. This was in part due to attitude and in part due to his having to serve a second master, the Office of Security which levies field inspection requirements without regard to his ORD workload. These factors lead to his being frequently absent from ORD and force [redacted] to assume more responsibility than is appropriate to her position. [redacted] said he would investigate this situation.

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9. A vacancy notice on [redacted] position will be issued as she will be moving to the OF Career Service and into the Budget and Finance Assistant position in ORD now occupied by [redacted]

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10. [redacted] told the Panel he had arranged for orientation periods at other DDS&T Registry Offices in order that [redacted] ORD/Registry might observe their activities.

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11. The Division Chiefs were told by the D/ORD and DD/ORD that they are ultimately responsible for the outcome of the PMCD audit. When PMCD makes their review of the Office, the Division Chiefs must be able to explain the duties of their employees and their interrelationships emphasizing those factors which merit the grade desired. Likewise, each employee must know his job description and be able to convincingly support it to the PMCD auditors.

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12. The Panel members were told that at the next meeting the following would be expected from them.

- a. Each Panel member must be familiar with the people being evaluated.
- b. Each Panel member is to come to the next CSP meeting prepared to evaluate each ORD individual.
- c. Each Panel member should get an input on employees from other ORD divisions from their Division Chiefs.

13. The comparative evaluation of GS-15's was completed.

14. The ORD/CSP reviewed the new evaluation procedures for immediate and long term value. Procedures to follow at future evaluation sessions were discussed.

- a. The Division Chief will fill out the present form and use it as a working sheet, in addition to the Performance Appraisal Report, Advance Work Plan and Potential Sheet.
- b. The CSP members will use this form for discussion with the CSP but a condensed version will be completed by the Panel; this worksheet will be used for counseling employees.
- c. The ORD/CSP will meet to produce a short evaluation form by 15 June 1980.

15. A note of commendation will be completed for each person who worked on the new Evaluation Sheet and procedures.

16. Promotion Recognition Recommendations were reviewed and approved. (See Promotion Sheet attached.)

17. Two recommendations from the ORD/MAG on training were reviewed. They were "The Art of Dictation" and Shorthand courses at the State Department. (See paperwork attached.)

- a. The CSP members accepted the recommendation that shorthand courses at the State Department be approved by the D/ORD and DD/ORD and sent to OTR if requested by secretarial personnel.

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17. (Cont'd)

b. The CSP members felt that the "Art of Dictation" course was impractical as far as the number of supervisory personnel that would be involved and the time that would be consumed. It was decided to send [ ] C/DPR to the 1/2 day session at the State Department and get his evaluation of the course.

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c. [ ] was asked to prepare a memorandum for the ORD/MAG on this decision.

18. The ORD Internal Training Requirements for 1981 were reviewed with assessment of priority. It was estimated that about 35 employees would take part in internal training courses in 1981. (See sheet attached.)

19. The schedule of courses and "quota" courses reviewed by the DDS&T Career Board in April, June, September and December were discussed and nominations were completed. (See sheet attached.)

20. The next ORD/CSP meeting will be held in October 1980.

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3 June 1980

Date

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anel/ORD

Attachments:

- 1. Comparative Evaluation Descriptors
- 2. Comparative Evaluation - GS-03's - GS-14's
- 3. Comparative Evaluation Procedures & Worksheet (New)
- 4. Comparative Evaluation - GS-15's
- 5. Promotion Recognition Recommendations Approved
- 6. [ ] Reassignment
- 7. ORD/MAG Memoranda
- 8. FY 81 DDS&T Career Service Board Review of Courses
- 9. FY 81 ORD Internal Training Plan & Priority of Courses

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APPROVED:

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Director of Research and Development

July 1, 1980  
Date

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APPROVED:

DATE

6/30/80

23 June 1980

3 June 1980

5 June, 80

6/4/80

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